

REPORT OF CONTINUING EDUCATION ATTENDANCE FOR CALENDAR YEAR _____

DEADLINE: JANUARY 31

MAIL TO: Nebraska Board of Public Accountancy
PO Box 94725, Lincoln, NE 68509

Correct the following personal information, if necessary.

This form must be used to report continuing education credits and be filed in the Board office not less than five months prior to the permit renewal date (by January 31 of each year). Credit will be given for whole hours only. Failure to comply with the instructions may delay the processing and recording of your CPE credits.

Date of Birth:
Certificate #:

Employer: _____

Name:
Address:

Email:

Phone:

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I have not taken any Continuing Education hours in the above calendar year.

(Check this box if this applies to you; make any mailing address corrections above, sign, date, and return this form to the Board by January 31.)

See the back of this form for instructions on completion. *Approved by the Nebraska Board of Public Accountancy

PROGRAM SPONSOR	TITLE	DATES	HOURS							*PRE-APPROVED
			F	S	C	I	P	Q	E	
										(X)

***See Code on back; Insert hours under code type.**

TOTAL HOURS _____

I certify that the above provided information is true and correct. I understand that all credit is subject to the Board's review for approval or disapproval. I agree to retain all documentation relating to the above programs and to maintain records substantiating the continuing education credit claims for five years. I understand that providing false or misleading information on this report could be grounds for disciplinary action under Section 1-137 of the Public Accountancy Act.

Date

Signature of Applicant for Permit

Questions? Concerns? Please call the Board office at 1-800-564-6111 or 402-471-3595 or e-mail nbpa04@nol.org

INSTRUCTIONS FOR COMPLETING THE REPORT OF CONTINUING EDUCATION ATTENDANCE FORM (See reverse side)

The Public Accountancy Act (Section 1-136.01) requires that licensees with an active permit to practice shall have completed acceptable continuing education in the amount of 80 hours within the two preceding calendar years for the renewal of a permit to practice. Each permit holder must maintain records substantiating the continuing education credits claimed as a prerequisite for renewal of a permit to practice.

This form must be used to report continuing education credits and be filed in the Board office not less than five months prior to the permit renewal date (by January 31 of each year). Credit will be given for whole hours only. Failure to comply with the instructions may delay the processing and recording of your CPE credits.

IF YOU HAVE NOT TAKEN ANY HOURS IN THIS CALENDAR YEAR, YOU MUST STILL FIE THIS FORM WITH THE BOARD BY JANUARY 31. CHECK THE BOX LOCATED BELOW YOUR NAME AND ADDRESS, SIGN THE FORM AT THE BOTTOM AND RETURN IT TO THE BOARD OFFICE.

Report only those hours that have not been previously reported. Report whole hours only; the Board does not recognize fractions of hours. Use a separate reporting form for each year; do not mix courses from different years.

When reporting courses taken, use the following coding system under “*Type.” Please note any additional requirements for reporting each type of program.

CODE for TYPE of Program Attended:

F = Formal Program with Class Attendance

1. Professional development programs of national and state professional accounting societies.
2. Technical sessions at meetings of national and state accounting societies and chapters.
3. University or college courses, credit or non-credit courses. Credit will be given in period in which course is completed. Non-credit courses taken in educational institutions must have signed statement from instructor of hours attended. **You must attach documentation showing successful completion of the course. No more than 40 hours of semester or quarter hours will be allowed in any two-year time frame.**
4. Formal, organized, in-firm educational programs. Must be at least 50 minutes of continuous instruction. Portions of such meetings devoted to administrative and firm matters cannot be included.
5. Programs in other organizations (accounting; professional; appropriate private sector, accounting focused). Must have at least one hour of presentation on professional topics.

S = Correspondence or Self-Study Programs

Original certificates of completion issued by sponsor must be attached to this form. Credit will be allowed in renewal period in which the certificate of completion is dated. **Maximum allowable credit will not exceed 50% of total requirement.**

C = Technical Committee Service

I = Instruction or Presentation of Programs

Maximum allowable credit for subject preparation is two hours for each hour of presentation. Repetitious presentations do not qualify. **Maximum allowable credit will not exceed 50% of total requirement.**

P = Published Articles or Books

Q = QEP and Peer Review Programs

E = Ethics